

To: District Superintendents, District Curriculum Directors, District Literacy Leaders, Elementary School Principals, Regional Service Center Directors, Regional Reading Specialists, Charter School Directors
From: Lynne Greenwood, Utah State Office of Education, Curriculum Coordinator/Literacy Specialist
Subject: Announcement of Principals' Literacy Institute
Date: May 23, 2007

The Utah State Office of Education is now accepting applications for the 2007-2008 Principals' Literacy Institute. The institute is open to any Utah elementary school principal *who has not previously participated*. Applications are attached.

The institute is sponsored by the Utah State Office of Education in an effort to provide elementary principals with advanced leadership skills in literacy. The desired outcomes are for principals to improve their leadership expertise with the following:

- (1) Current research-based literacy practices.
- (2) Establishing a research-based literacy framework utilizing existing school reading plans and materials.
- (3) Use of assessment tools and results to inform instruction and improve student achievement.
- (4) Knowledge of model literacy programs in Utah classrooms.
- (5) Observational techniques to assist in program improvement.
- (6) Interventions to improve student literacy.
- (7) Expertise on leading professional literacy discussion groups.

Approximately **\$300** of professional literacy materials will be provided to each participant, as well as **\$1,000**, issued to each school, as funds are available, for the purchase of school research-based literacy or assessment materials. Also provided will be State In-service credit for 3 semester hours of credit which may apply towards the Foundations Class of the Level I Utah reading endorsement.

We would encourage you, as district leaders, to notify all elementary school principals of this great opportunity. Last year we had over 150 applications for fifty positions. The evaluations from last year's principal participants were overwhelmingly positive. Applications are **due** to the State Office of Education **August 20, 2007**. Participants will be selected by August 30, 2007 and notified immediately. Participants will be expected to participate in approximately six training sessions of two to three days each.